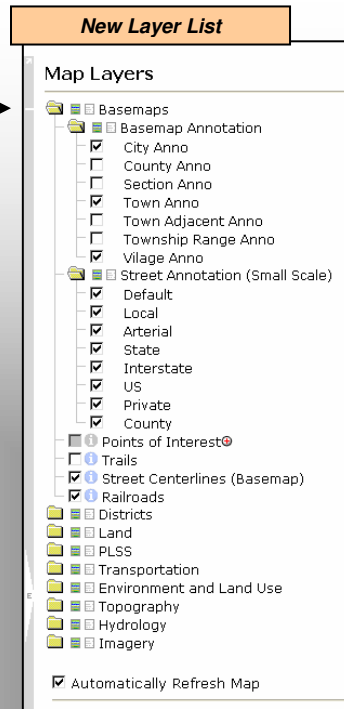
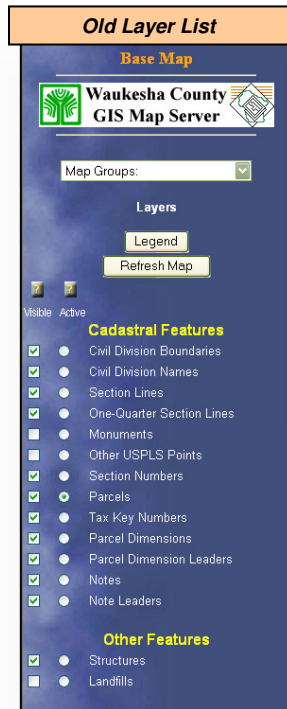


Waukesha County GIS Website Quick Start

This document is meant to give users who are used to using the old website some pointers on transferring their skills to the new website. The old buttons are displayed along side the new ones so that the user can find the same tool they are used to using. At the end of the document, there are tips on using some of the new tools that were not available on the old website.

Map Layer List

The area where all the available layers were listed on the left side of the screen is now on the right. Also, instead of one long list, the layers are grouped into folders so that they are not always listed out in full. To see what layers are inside of a group folder, click on the folder to expand the list.

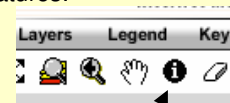


New Feature - If this checkbox is on, your display will refresh every time you turn a layer on or off instead of having to choose the Refresh Map button on the old website. If speed is a problem, click this off until you have turned on and off all the layers you want to view and choose the Refresh Map button that appears when this is clicked off.

Notes:
Please refer to the following for descriptions of the functions of the controls in the layer list above.

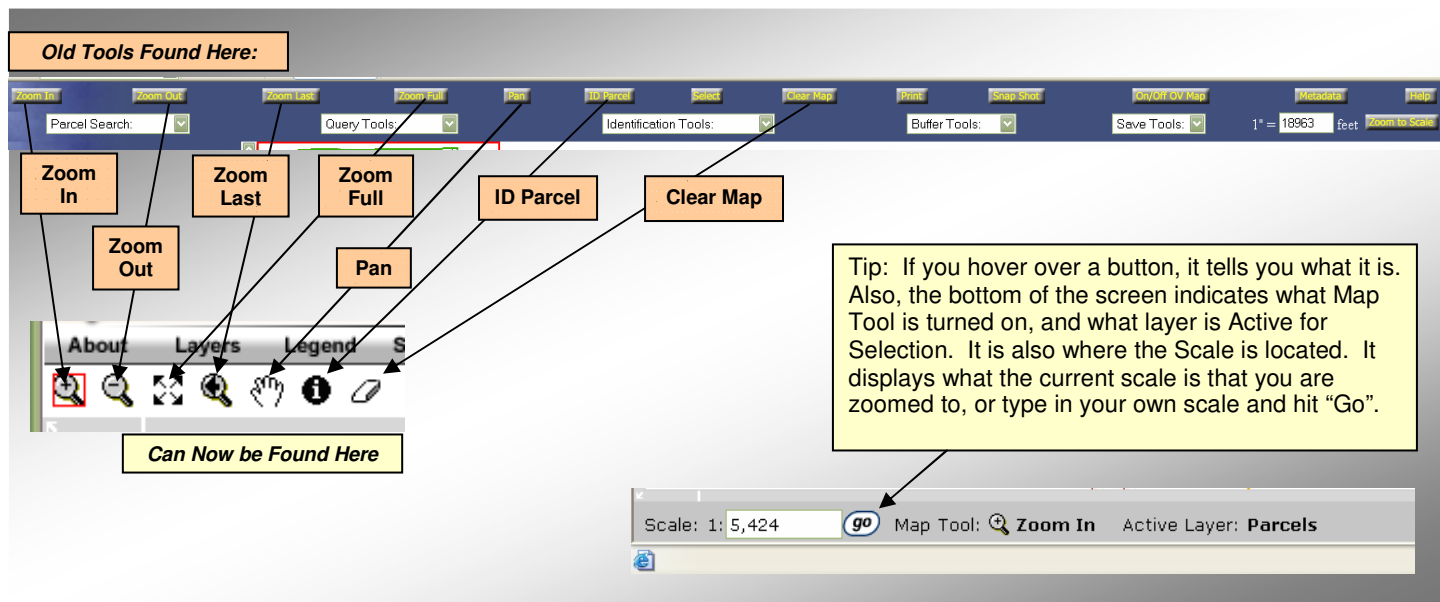
- Click folder to show or hide contents.
- Click to turn on all layers in the associated folder.
- Click to turn off all layers in the associated folder.
- Click the check box to turn layer on and off.
- If the check box is grayed out, the layer is not available at the current scale.
- This is the active layer.
- Click to make the layer be the active layer.
- This layer cannot be activated at the current scale.
- Click to zoom out to the closest scale at which this layer is available.

Also make sure to read the Notes at the bottom of the Map Layer List, which gives more pointers on how to use the various buttons and options within the List. Remember that making a layer "Active" simply allows you to use the Identify tool to get more information on a single area in that layer. The tool that worked similarly to the ID Parcel tool is now known as the Identify Tool and works for all features:



Standard Tools & Options

Similar to the old website, the area above the Map Area contains all of the various tools that you can use to view the map, move around, and use the data contained in it. There are many new tools, but for now, let's discuss the tools you already know.



These Map Navigation tools still work basically the same:

- To **Zoom In**, choose the tool first and draw a box around the area you would like to view.
- To **Zoom Out**, simply click anywhere in the map window to zoom a fixed position outward.
- **Zoom Full** zooms all the way out to the county-wide map.
- **Zoom Previous** goes back to the last extent you were at.
- **Pan** slides the map from side to side or up and down by holding your right mouse button down and dragging the hand across the screen at the same time.
- The "i" button, called the **Identify** button, works just like the ID Parcel button did by returning information when a parcel was clicked on. However, now it also works for any feature that is Active in the Table of Contents.
- **Clear** simply clears the selection that you chose with some of the various Queries, discussed below. It also clears any Markups, discussed at the end.

Queries

In addition to searching by Parcel Tax Key or Address, there are now two other types of Queries you can do, Points of Interest and Land Division. These are all found above the Map Area where all the other tools are:

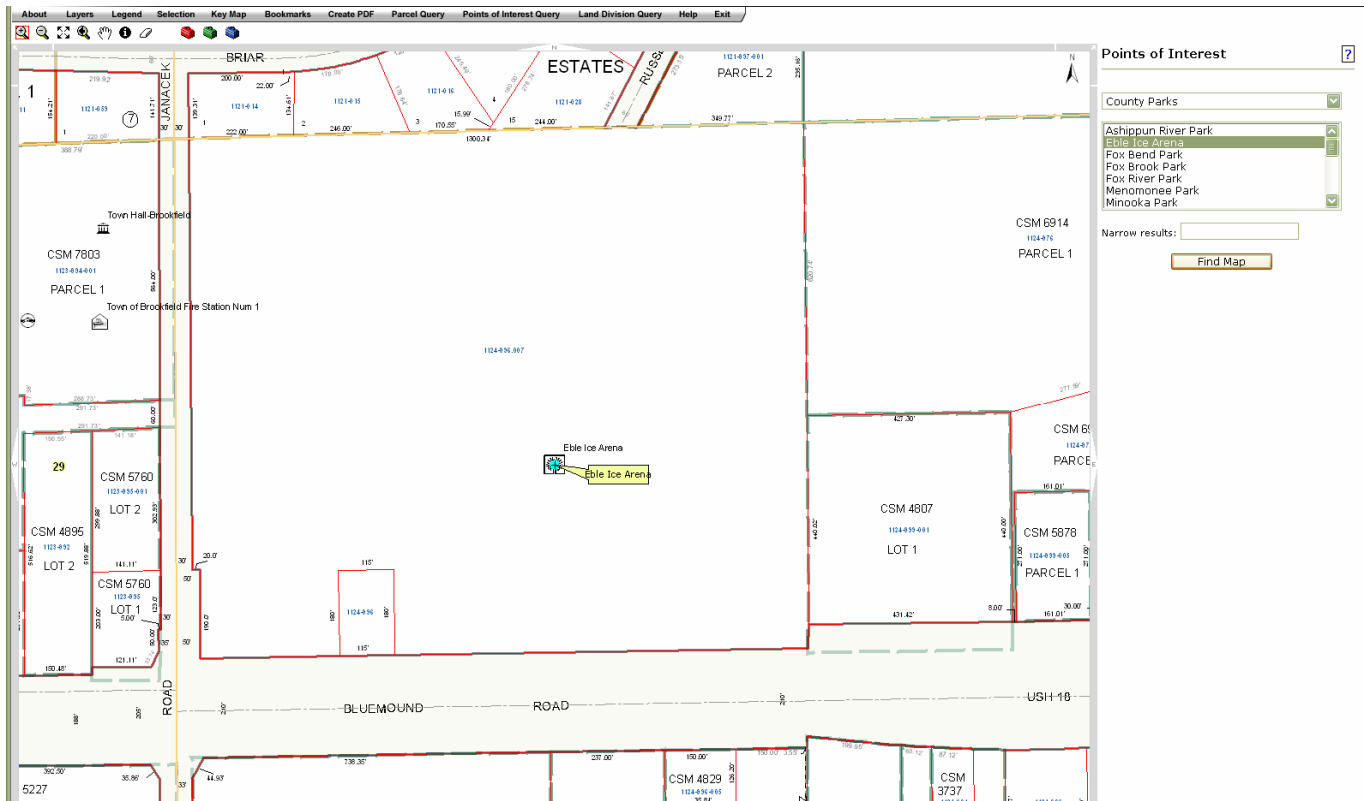


- To search by Tax Key or Address, click on Parcel Query.
- In the Table of Contents on the right side of the screen, it will ask what you want to search by. Click "Go" for the search option you want.
- The second screen asks for the information to search on. Click Submit Query to search for that information.
- Upon "submit", it returns the possible matches and gives you the option of zooming to the feature or clicking the tax key for more information.

The image shows two steps of the "Parcel Query" wizard. The first step, titled "Parcel Query", says "This query wizard will lead you through the steps to search for parcels." and has two options: "Tax Key Go" and "Address Go". An arrow points from the "Tax Key Go" option to the second step. The second step, titled "Parcel Query- by Tax Key", says "In the text box below, enter an Tax Key. Example:" and has a text input field for "Tax Key:". Below the input field are two buttons: "<< back" and "Submit Query".

The **Points of Interest Query** allows the user to look for specific places, such as Parks, Government Buildings, Fire Stations, and other categories.

- After choosing “Points of Interest Query”, the first window asks for a Category.
- In the second window, it lists all named points for that category. To narrow it down, start typing in the first few letters in the Narrow Results box if you know the name. This filters for similar text and returns a smaller list.
- When you find the one you want by typing or scrolling through the list, highlight it and click “Find Map”. This zooms to the area that encompasses all sites that you chose and labels them on the screen.



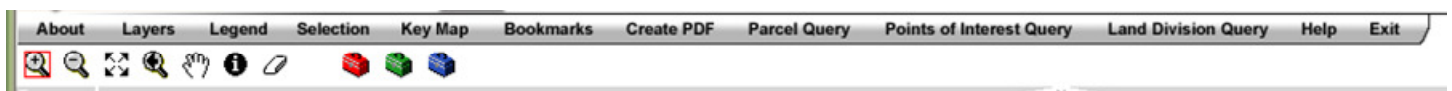
The **Land Division Query** is similar to the Parcel Search, except that you can search by Subdivision Name, Condo Name, Certified Survey Map Number, or Assessor's Plat Name.

- After choosing “Land Division Query” from the top, choose the one you want to search for by clicking “Go”.
- In the next window, a CSM Search will simply ask for the CSM Number you're searching for. The other three options work just like the Points of Interest Query. In the pull down under Select a Category, pick the only option in the list, which is what you picked in the previous step. This will send the command to fill the box below it with all values of that type of Land Division to choose from.
- Pick the value you would like to see and choose “Find Map”, which zooms the map to the value in the list.

For the Points of Interest and Land Division Queries, to clear the selection and to get rid of the label, choose the Clear button that looks like a white eraser.

Other Tools

Above the Map Navigation tools is another series of tools to help the user read the map, create and/or print a map, search, and get help.



- **About** – Describes the internet application and gives opportunity for feedback on the site.
- **Layers** – Returns the Table of Contents back to the right side of the window.
- **Legend** – Displays information about the symbology of the map area and what each color means

- **Selection** – Indicates which features have a Selection Set applied to them.
- **Key Map** - Displays an overview map on the right side to show where you are in the county
- **Bookmarks** – Saves an area of interest to go back to at a later time. Please note that this feature writes a “cookie” on your local computer so that when you return to the website, your list of bookmarks is saved and you can go back to them. You can only access those bookmarks from the computer on which they were created.
- **Create PDF** – Creates a PDF file that is readable by anyone with the free program Adobe Acrobat Reader. Simply follow the directions to create a map that you can share and e-mail with others easily. **Note that it is also how you would create a page suitable for printing.** Once the PDF is created and displayed on screen, it can be printed and saved on your local computer from that window as in any other program.
- **Help** – Gives detailed instructions on how to use the tools available on the website. Please try the Help out and become familiar with it to get the most out of this website!
- **Exit** – Closes the map viewer window.

Now that all the basics are taken care of, try out the tools in the “Toolboxes” by clicking on the red, green, or blue toolbox to the right of the Clear button. This expands to display all the tools in each box. Give the tools a try, and remember, check the Help file if more information is needed.

The screenshot shows the main menu bar with the following items: About, Layers, Legend, Selection, Key Map, Bookmarks, Create PDF, Parcel Query, Points of Interest Query, Land Division Query, Help, and Exit. Below the menu bar, three toolboxes are expanded, each containing various icons. Arrows point from these toolboxes to descriptive text boxes.

Red Box has several miscellaneous tools:

- Leadered Annotation Markup (places user-defined annotation)
- Measure Line
- Measure Area
- Extract Data – (Options are BMP or TIF image of the current map area, or extracts Markups as a GIS shapefile)

Blue Box has more advanced Selection tools:

- ID Visible (Finds all visible layers' attribute info instead of just the Active layer)
- Identify by Radius (Finds all Active layer's features within a user entered distance from a user placed point)
- Select by Rectangle, Line, Polygon, and Radius. These allow the user to interactively select multiple features in the Active layer in order to return information about them in your choice of four different reporting options, including a Mail Merge, which is an Excel File specially formatted to make address lists.

Green Box has all of the various Markup tools to allow the user to draw lines, points, polygons, labels, and lat/long coordinates on the map area. With each tool, draw the location of your Markup first, and then click OK on the right side of the window. Then you have the option of changing default colors, fill, sizes, fonts, etc. To erase a markup, use the last button, Erase Selected Markup, to clear only one Markup. To erase them all, use the Clear button on the standard toolbar.